

UAF Faculty Development, Assessment and Improvement Committee  
Meeting Minutes  
May 3, 2016

I. Franz Meyer called the meeting to order at 10:08 am. We were one person short of a quorum.

Roll call

Present: Gerri Brightwell, Andrea Ferrante, Kelly Houlton, Steve Hunt, Chris Lott, Trina Mamoon, Franz Meyer, Joy Morrison

Excused: Mike Castellini, Bernie Coakley, Candi Dierenfield, Diana DiStefano, Brian Himelbloom, Duff Johnston, Channon Price

Absent: Cindy Fabbri

II. News on Electronic Course Assessment Implementation Committee (ECAI)

Andrea reported that the advertisement went out on the Cornerstone again, and he and Sally Skrip coordinated an email reminder to faculty to remind their students to fill out the electronic course evaluations. He stated that some faculty members felt they should not encourage students to fill them out (i.e. have no influence in the process) so he worked at educating them on how to raise their response rates.

The evaluation period ran from 4-18-16 to 5-2-16 and early indications state a 46% response rate.

Joy commented that she did not see very many fliers posted while others on the committee reported seeing them all over. Franz noted that faculty who followed Andrea's suggestion of sending email reminders to their students saw an immediate jump in their response rates. It was recommended that the website should include stories like this to help other faculty members see how to raise their response rates. Chris added that the previous suggestion of opening up some computer labs in the fall during the evaluation might encourage more students to fill out the survey. Gerri commented that she used a dedicated time in class for her students to fill out evaluations that worked out pretty well. This is another example of the type of story we need added to the website. Joy suggested having someone explain to students how these evaluations are used for promotion and tenure, not only for improving teaching. Franz suggested that another story to include on the website would be to find someone who taught a large undergraduate class and got a good response rate – how did they do it?

Andrea informed us that the report from Blue should be published in about two weeks from today. He noted that while he needs to resign from the ECAI committee, it will continue to function for a while because there will still be maintenance work, questions to answer, new ways added to promote it, etc. He also stated that the ECAI Annual Report will be finished by the end of this week. We all thanked Andrea for his excellent work chairing the ECAI committee!

### III. Report of the UAF Office of Faculty Development (report from Joy)

Joy reported that today's training for the graduate STEM group is the last training workshop for the semester. It is being led by Sarah Hayes and Denise Thorsen.

She informed us that there was a request to create separate email lists – one for teaching faculty and one for research faculty. She is working on that as well as cleaning up the email list for post docs.

Joy continues to work on the mentoring survey and has sent five reminders to faculty. She is hoping to attend a mentoring conference this fall if travel funds become available.

### IV. Report of UAF eLearning & Distance Education

Chris informed us that there is a full slate of workshops and open labs during the summer. They will also be relaunching a new version of the iTeach website to make it easier for visitors to navigate.

He reported that there is a large cohort of 30 faculty members for Quality Matters. These reviewers will continue to work for the next 18 months. Joy indicated her disappointment that the QM workshop only garnered one attendee. She and Chris both feel that Quality Matters needs to be marketed more. Along that vein, Chris indicated that he believes that it is time for the FDAI committee to think about the culture of faculty development on our campus. He informed us that he is a member of the Instructional Technology Committee (ITC) and feels that they could perhaps work with the FDAI committee since learning to use technology for teaching continues to be needed greatly.

### V. Updates on Faculty Mentoring Survey

Joy informed us that she has had 20 responses from out of 60 faculty members and a response from every dean. She is still working on compiling the results but wants to continue to pursue it in order to get more faculty responses. Results from the deans show that the majority of them merely assign mentors by asking first, occasionally follow up with their mentors, and consider mentoring to be a high priority. Three deans indicated that they assign their mentors without asking first. Results from the faculty show that the majority were assigned a mentor, added another mentor of their choice, meet more than four times each semester, and that both they and their mentors initiate meetings. Joy asked our committee for a volunteer to help delve into the data more deeply and work with her on the report for the Provost.

### VI. Annual FDAI Report

Franz indicated that the report will come out as soon as possible for our input. He also reminded the committee that Kelly is retiring and thanked her for her contribution as note-taker for the committee over the years. Sadly, we realized we must also say a fond farewell to Trina Mamoon who is also retiring. They will both be missed.

VII. Upcoming events

- a. Next FDAI meeting: Early September 2016
- b. Next admin committee meeting: TBD
- c. Next Faculty Senate meeting: TBD

IX. Adjourned at 11:06 am. (Respectfully submitted by Kelly Houlton.)